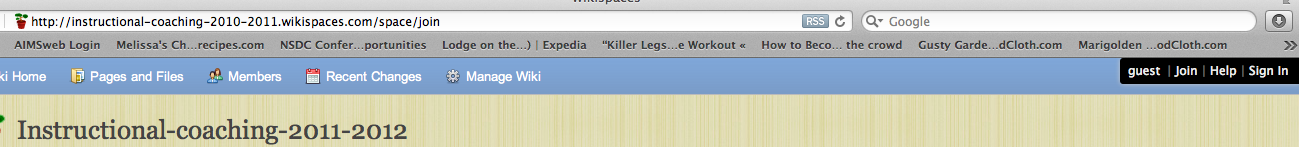
**Instructional Coach Wikispace Cheat Sheet**

Here are some reminders for you as you maximize the use of our Instructional Coach Wikispace.

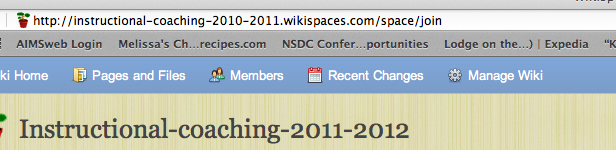
**Notifications:**

You can set your notifications so that you are notified by email every time a change has been made to the wikispace. This includes items posted to the discussion board.

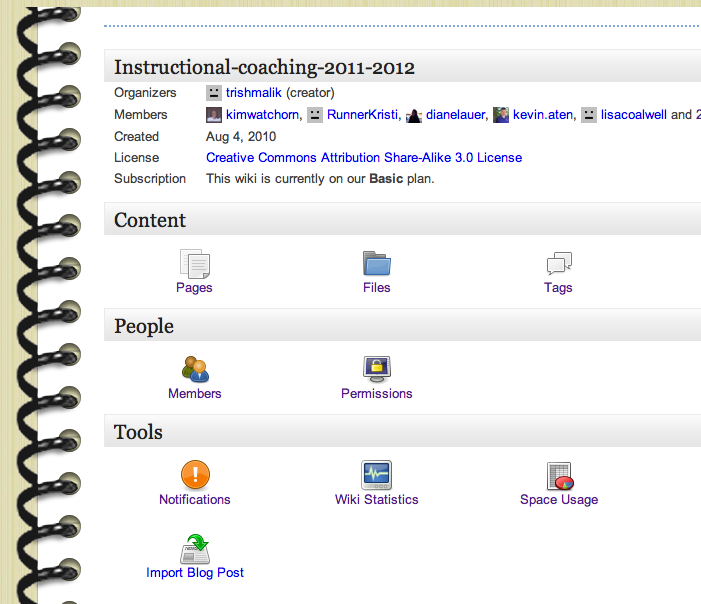
1. Login to the wikispace.



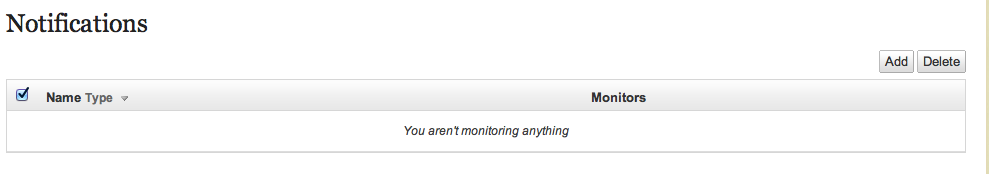
2. Click on Manage Wiki.



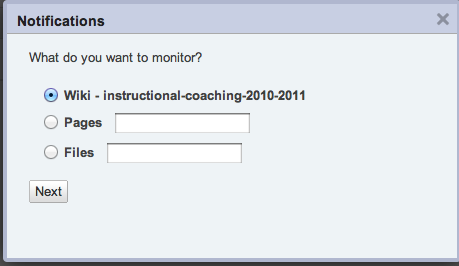
3. In the Tools section, click on the Notifications icon.



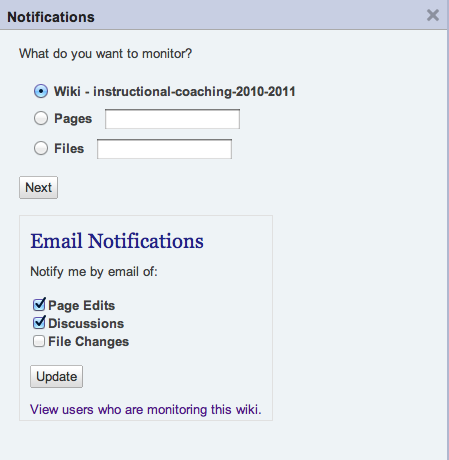
4. Click Add.



5. Choose monitor Wiki-instructional-coaching-2010-2011 and click Next.

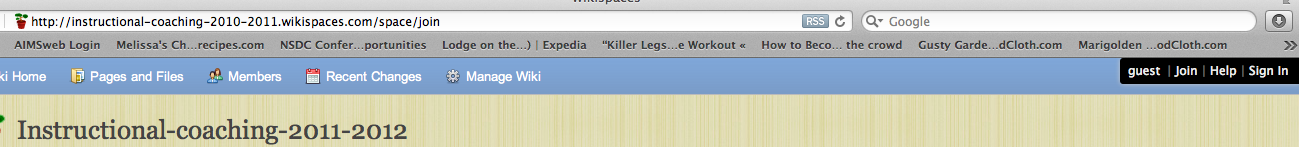


6. Choose Wiki-instructional-coaching-2010-2011. Be sure Page Edits and Discussions are chosen. Click on Update.

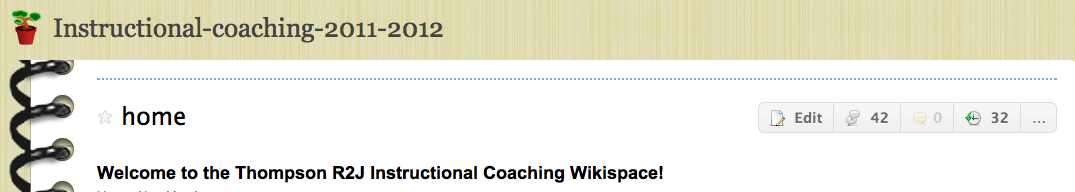


**Initiating and Participating in Discussions:**

1. Login to the wikispace.



2. On the Home page, click on the dialogue icon.

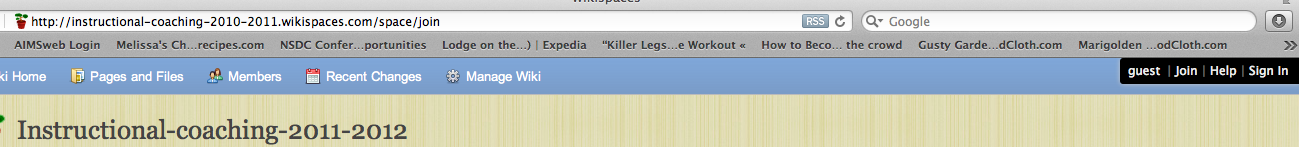


3. To begin a new discussion thread, click on the New Post button. To monitor and add to an existing discussion thread, click on the link to the discussion you desire.

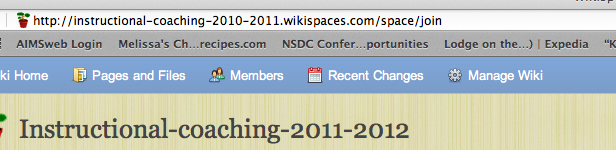


**Uploading Documents to the Wikispace:**

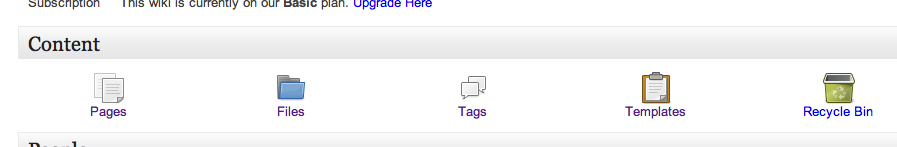
1. Login to the wikispace.



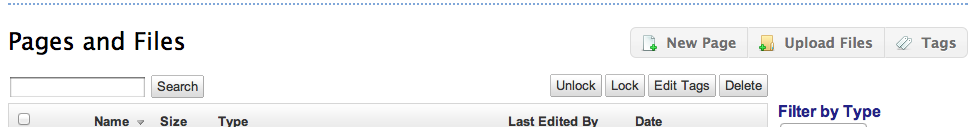
2. Click on Manage Wiki.



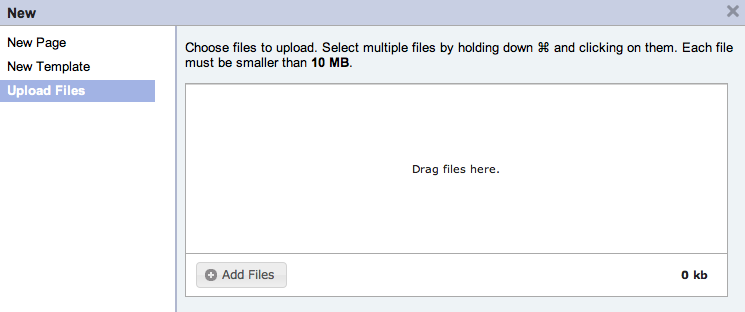
3. In the Content section, click on Files.



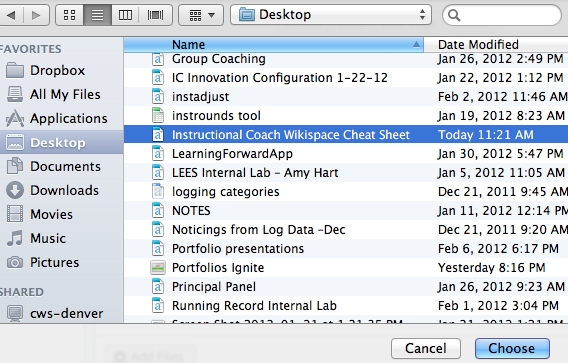
4. To upload a file from your computer, click on Upload Files.



5. Click on Add Files.

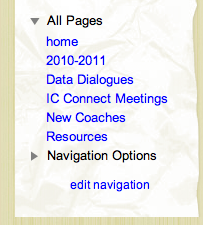


6. Select the file you wish to upload and click on Choose.

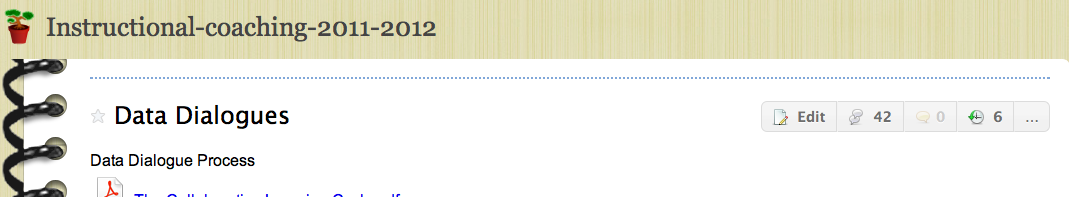


**To insert the document you just uploaded to a page on the wikispace:**

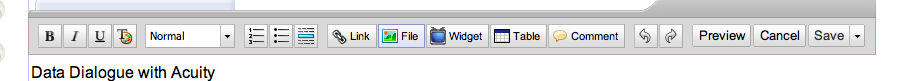
1. Select the page on which you wish to insert the uploaded document.



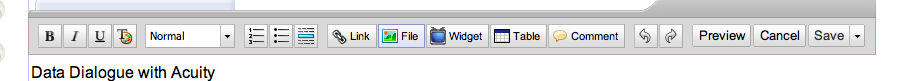
1. Click on Edit.



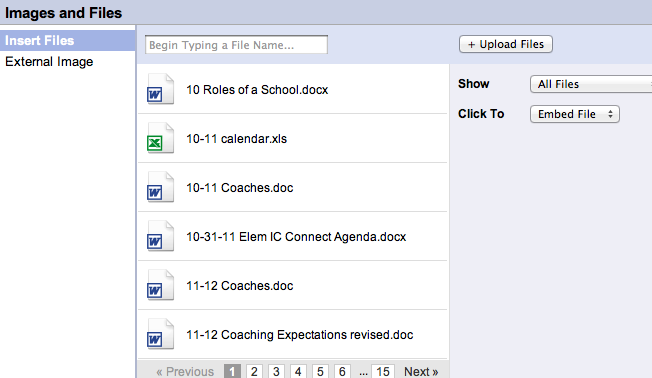
1. By clicking the Edit button, you now can make changes to the page. Put your cursor in the place where you would like to insert a document. Important: once you insert, you can’t move the document so be sure your cursor is in the place where you want the document to be on the page. If you want to add or remove bullets, use the bullet button in your toolbar. To remove a document you have previously placed on the page, click on the document widget and choose remove file. If you make a mistake, use the back button in the toolbar and it will take you back.



1. Once your cursor is in place, click on File.



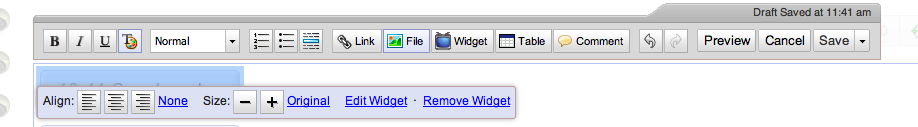
1. Choose the file you’d like to insert on the page. Notice that there are pages of uploaded documents. They are listed in alphabetical order beginning with files with numbers in the name first. Clicking on the file will embed the file into the page.



1. When the file is embedded, you will see a widget with options to resize, edit, or remove. There is no need to do any adjustments.

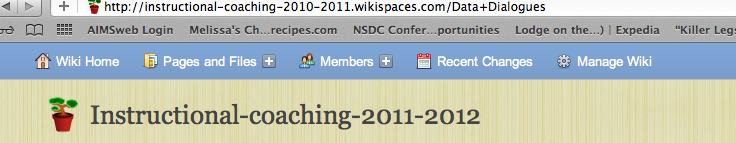


1. When you are done embedding, click save on the toolbar.



**To add a new page:**

1. Click on the plus button next to Pages and Files.

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2. Name the page and click Create.

